

SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Block Planning for Office of Technical Service

FROM:

OL/NBPO
3E 40 Hqs

EXTENSION

NO.

OL 2044-84

DATE

12 APR 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. [redacted]
OTS/RMPS

2. [redacted]

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Thank you for your ongoing efforts on this project. If you have any questions concerning the attached memo, just call.

Att

CLASSIFIED ATTACHMENT

SECRET

SECRET

12 APR 1984

25X1 MEMORANDUM FOR:
Resource Management & Planning Staff, OTS

25X1 FROM:
New Building Project Office, OL

25X1 SUBJECT: Block Planning for Office of Technical Service

25X1 1. Attached is a copy of the Office of Technical Service (OTS) computer run showing OTS space requirements. I have some questions concerning personnel numbers and some questions concerning special space.

25X1 2. In reviewing the Comptroller's figures for 1984, he shows OTS receiving a total new positions. This number does not include part-timers or contractors. After completing your changes on the run, and subtracting the contractors (x other employees), I find OTS only shows a growth since FY-83. Please check.

Under GAD/OTS, there are some officers with no grades listed. Are these actual positions, or are they contract personnel?

25X1 In the comment column, I would like to make reference as to which divisions need to be near or adjacent to another. Do certain divisions work closely with any of the labs already located in the New Building? This will help me decide which floor they should go on.

3. You show for OTS/BAB that they need a separate space for manual measuring equipment for handwriting techs. How large should this area be? Is it a daily requirement? If it's a once in awhile need, could one of the TB classrooms be used for this?

Listed under EOD/ODB was a note saying Hetra Printer. I need more information. How many Hetra Printers are we talking about? Do they sit within this branch's office space?

OL 2044-84

25X1

Downgrade to A-IUO When
Separated From Attachment

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SUBJECT: Block Planning for Office of Technical Services

Listed under EOD/O CH a 400 square foot conference room was requested. Because we are following GSA's guidelines on conference rooms, a 300 square foot room will be reflected on the run.

25X1 Listed under TSOC/OTS is a computer room. How many TSOC personnel sit within this space? For those who do sit within this space, I need the branch they are in and their grade.

25X1

Attachment:

OTS Computer Run

25X1

OL/NBPO, (12 Apr 84)

Distribution:

Orig - Adse (w/att)

1 - OL Reader (w/o att)

~~1~~ - OL/NBPO (w/o att)

25X1

1 - (w/att)

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